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## 100 Overview

This topic provides a detailed index of various forms used by agencies to record, assign, batch and/or control information submitted for input to the Commonwealth Accounting and Reporting System (CARS). The Table of Contents lists the forms in alphabetical order. The following detailed index appears in form number sequence. The primary purpose of the Forms Index is to provide a concise reference to assist agencies in identifying and submitting the proper form.

The Forms Index identifies who initiates the preparation of each form and indicates the “batch type” in which the form must be submitted to the Department of Accounts (DOA). CAPP Volume 3, Topic No. 70235, “Input Batching,” outlines the documents which may be included in a specific type of batch. The index also details the distribution and disposition of each part or copy of a form. The original of each form is identified as “Copy 1” in the Index.

Agencies should carefully read the explanatory notes included in the index. These notes contain important instructions for using the individual forms. Any inquiries concerning the preparation or submission of a form should be directed to the office identified in the “Sent To” column for the applicable original (“Copy 1”).

## 200 DOA Contact

Manager, General Accounting, (804) 225-2244

Manager, Disbursements Review and Assistance, (804) 225-3071

## 300 Listing By Form Number

See the following pages for information on individual forms.

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Form Number	Form Name	Purpose	Form Supplied By	Part	Sent To	Retention	Batch Type
DA-01-178	Batch Control Log	Used to control the assignment of voucher numbers and agency list numbers and serve as a reference point for batches submitted to DOA for processing.	DOA	1	Retained	Agency File	N/A
DA-02-038A	Distribution Contribution Sheet  (Attached each copy to respective invoice or voucher copy)	Used as an attachment to various CARS forms for additional coding requirements. This form is not used with DA-06-152 (ATV)	Central Whse.	1 2 3 4 5	DOA-Batch Control Retained Retained Retained Retained	Central File Agency File Agency File Audit File Optional	Various
DA-02-39	Interagency Transfer Invoice	To transfer funds from one agency to another as payment for services, etc.  (Attach each copy to the respective invoice or voucher copy)	Central Whse.	1 2 3 4 5 6	DOA-Batch Control Credit Agency Charge Agency Charge Agency Charge Agency Charge Agency	Central File Credit Agcy File Chrg. Agcy File Optional Optional Optional	4
DA-02-40  DA-02-40A	Petty Cash Reimbursement Voucher  Petty Cash Reimbursement Voucher Continuation	To obtain expenditure reimbursement to the Petty Cash Fund.  To attach to DA -02-40 as required for explanation of Petty Cash expenses and distribute same as DA-02-40.	DOA	1 2 3 4	DOA-Batch Control Retained Fund Custodian Retained	Central File Agency File Fund File Agency File	P
DA-02-41  DA-02-41A	Travel Expense Reimbursement Voucher  Travel Expense Reimbursement Voucher Continuation	Used for requesting reimbursement to employees for travel expense incurred.  To attach to DA-02-41 as required for explanation of travel expenses.	DOA	1 2 3 4 5	DOA-Batch Control Agency Agency Agency Traveler	Central File Agency File Optional Optional N/A	2
DA-02-055	Request for Correction - Adjustment and/or Information	Used for identifying errors made by agencies CARS Input Documents.	DOA	1	Agencies	Return to DOA Batch Control (to be attached to the back of the batch.) Filed in Central File	various

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Form Number	Form Name	Purpose	Form Supplied By	Part	Sent To	Retention	Batch Type
DA-02-176	Batch Header	Required for all forms submitted for entry into CARS.	Central Whse.	1 2	DOA-Batch Control Agency	Central File Agency File	All
DA-02-180	Agency Operating Expenditure Plan	Used by agencies to record operating plan.	DOA	1 2	DOA-Batch Control Agency	Central File Agency File	O
DA-02-181	Revenue Refund Voucher	See CAPP Topic No. 20325, "Revenue Refunds."	Central Whse.	1 2 3 4 5	DOA-Batch Control Retained Retained Retained Optional	Central File Agency File Agency File Audit File	R
DA-03-196	Report Request Form	Used to request CARS reports. (See CAPP Topic No. 70260, "Reports," for list of available CARS report.)	DOA	1 2 3	DOA-Gen. Acctg. DOA-Gen. Acctg. Retained	General Acctg. Table Maint. File Returned to Agency Agency File	N/A
DA-04-121	Authorized Signatories	This form identifies each employee designated to approve expenditure documents prior to submitting them to DOA.	DOA	1 2 3 4 5	DOA-Disburse. Review DOA-Disburse. Review DOA-Disburse. Review DOA Disburse. Review Retained	Dept. File  For Intra-Agency Distribution For Intra-Agency Distribution For Intra-Agency Distribution Agency File	N/A
DA-04-190	Descriptor Table Maintenance Form	Used to provide descriptive titles for use by CARS financial reports and to validate classification codes entered on financial transactions. (See CAPP Topic No. 70225, "Descriptor Tables.")	DOA	1 2 3	*DOA-Gen. Acctg. *DOA-Gen. Acctg. Retained	General Acctg. Table Maint. File Returned to Agency Agency File	N/A
DA-04-192	Cost Code Table Maintenance Form	Used to implement an agency's internal organizational structure. It assigns cost code numbers to each organizational unit identified. (See CAPP Topic No. 60105, "Cost Codes.")	DOA	1 2 3	Retained Retained Retained	Agency Table Maint. File	N/A

\* For table maintenance keyed by the agency, all threeparts would be retained by the agency.

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Form Number	Form Name	Purpose	Form Supplied By	Part	Sent To	Retention	Batch Type
DA-04-195	Vendor Edit Table Maintenance Form	This form allows agencies to establish pertinent vendor information in CARS such as vendor names, address, or federal identification number. (See CAPP Topic No. 60111, "Vendor Edit Table.")	DOA	1 2 3	Retained Retained Retained	Agency Table Maintenance File	N/A
DA-04-196	Project Control Table	Used to record (1) expenditure information for special statewide activities and events, (2) Federal grant and contract receipts and expenditures, & (3) controlling & recording capital outlay project appropriations, allotments, and expenditures. (See CAPP Topic No. 20105, "Appropriations, Allotments and Transfers.")	DOA	1 2 3	Retained Retained Retained	Agency Table Maint. File	N/A
DA-04-197	Security Table Maintenance Form	Used to determine user access to CARS features at the agency, user type, and user identification levels. (See CAPP Topic No. 70220, "Security.")	DOA	1 2 3	DOA-General Acctg. DOA-General Acctg. Retained	General Acctg. Table Maint. File Returned to Agency Agency File	N/A
DA-04-199	DOA Descriptor Table Maintenance Form for D09 Table	This form is used to create or modify an agency and descriptive information regarding that agency.	DOA	1 2 3	DOA-General Acctg. DOA-General Acctg. Retained	General Acctg. Maint. File Returned to Agency Agency File	N/A
DA-06-152	Agency Transaction Voucher	Used for internal agency entries within CARS. (See CAPP Topic No. 20410, "Intra-Agency Transactions.")	Central Whse.	1 2	DOA-Batch Control Retained	Central File Agency File	6

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Form Number	Form Name	Purpose	Form Supplied By	Part	Sent To	Retention	Batch Type
*DA-20-250	Accounting Voucher (snap apart or continuous run)	See Topic No. 20310, "Expenditures."	Central Whse.	1 2 3 4	DOA-Batch Control Retained Retained Retained the goods	Central File Agency File Dept. receiving the goods Dept. receiving	3,X
DGS-41-001	Purchase Requisition		Purchases & Supply (215 Governor Street)	1 2 3 4 5	DPS DPS Retained Retained Retained	DPS File DPS File Agency File Receiving Agent Receiving Agent	N/A
DGS-41-008	DGS Request for Change of Purchase Order and Change Order		Purchase & Supply (215 Governor Street)	1 2 3 4 5 6	Vendor DOA-Batch Control P&S Agency Agency Optional	N/A Central File N/A Maint. File Receiving Agent	N/A
DGS-41-011	Purchase Order Change Combo	To change purchase order initiated by agency (DGS-41-008) used when changing purchase order initiated by DPS).	Central Whse.	1 2 3 4 5 6	Vendor DOA-Batch Control DPS Retained Retained Retained A/P	N/A Central File DPS Main File Agency File Used as receiving ticket Optional	N/A
DGS-41-056	Combo Agency Purchase Order Part 1-4 Purchase Order Portion  Part 5-8 Accounting Voucher Portion	See CAPP Topic No. 20310, "Expenditures."	Central Whse.	1 2 3 4 5 6 7 8	Vendor DOA-Batch Control Retained Retained Retained Retained Retained Retained	N/A Central file Purchasing Dept. Agency File Optional Receiving Report Receiving Report Receiving Report	3/X
DGS-41-057	Combo Agency Purchase Order Continuation	To attach to DGS-41-056 as needed for extra descriptions.	Central Whse.	8	parts distributed with DGS-41-056		3,X
DGS-41-058	Combo-Purchase Order Continuation Run	See CAPP Topic No. 20310, "Expenditures."	Central Whse.		Same as DGS-41-056		3,X

\*(DGS-41-056 is the long version of this form, it contains a 4 part agency purchase order.)

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260 Treas.  Note: 261 Treas. 266 Treas. 267 Treas. 268 Treas.	Deposit Certification  Nations Bank Crestar Signet Central Fidelity	Used by agencies to deposit monies into banks. This may be used for any bank. (See CAPP Topic 20205, "Deposits.")  Note: Decentralized Agencies are required to submit DCs (Batch Type 7) to DOA. Agencies may use Treasury alternate to the DC, the deposit ticket in some instances. Refer to CAPP Topic No. 20205, "Deposits," for submission requirements.	Treas. Office	1 2 3 4 5	Bank DOA-Batch Control Retention Bank Retention	N/A Central File Agency File N/A Maint. File	7

Note: Documents specified under the categories "Sent To: DOA-Batch Control" and "Retention-Central File" are retained on file by the agency where this authority has been delegated under the Decentralization of Financial Records Memorandum of Understanding.